



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES

P.O. BOX 119  
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DIRECTOR OF ACCOUNTS  
FEB 8 1 31 PM '02

DNR CD-44  
GLENN M. OKIMOTO  
COMPTROLLER

MARY ALICE EVANS  
DEPUTY COMPTROLLER

FEB 7 2002

COMPTROLLER'S MEMORANDUM NO. 2002-09

TO: Heads of Departments and Agencies  
ATTN: Administrative and Fiscal Officers  
SUBJECT: Laser-Printed Comptroller's Checks

As a follow-up to Comptroller's Memorandum No. 2001-17, dated June 18, 2001 on the above subject, the decision has been made to proceed with the conversion to laser-printed checks.

Effective July 1, 2002, the checks will be printed on 8-1/2" x 11" sheets of paper, with the actual check size of 8-1/2" x 3-2/3".

As such, departments are advised to reassess their envelope requirements. If your department needs to order new envelopes, orders should be placed with the State Procurement Office in early March of this year. A circular that will solicit requirements from the departments will be forthcoming at that time.

If there are any questions regarding laser-printed checks, please call Kurt Muraoka of our Systems Accounting Branch at 586-0610. If there are any questions regarding envelope requirements, please call Cara Sakata of the State Procurement Office at 586-0563.

GLENN M. OKIMOTO  
State Comptroller

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